

Direct Access

Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: (785) 339-3540 and in the near future (785) 339-2200 or toll-free (866) 772-8724

Email: Direct-Access@hrsic.uscg.mil

On-line Help: <http://cgweb.uscg.mil/q-w/hrsic/Direct-Access>

Self-Service Tutorials:

<http://www.uscg.mil/hq/hrsic/training/>

e-INTERVIEW

- **e-Interview** = e-ADC Endorsement Process or e-Résumé Endorsement Process
- e-Interview is accessed from your Worklist.
- Only Commanding Officers and their authorized representatives (XO, Admin Officer, personnel with "By direction" authority) should complete the **final endorsement**.
- The final endorsement is completed when the **Marked Worked** button is pressed.
- Comments are not mandatory, unless you are disapproving the request or the member is applying for assignments listed in Articles 4.C.6 through 4.C.12 or 4.E.2 of the Coast Guard Personnel Manual, COMDTINST M1000.6(series).
- Enter comments in the comments section for the member's first choice. It is not necessary to repeat the comments for each position.

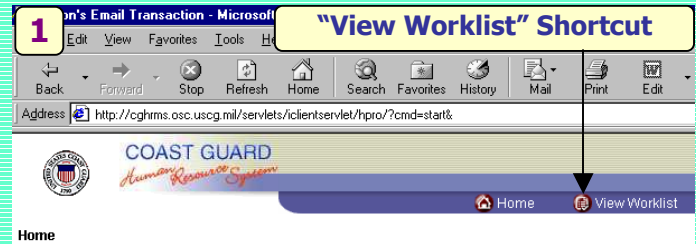
Endorsement Process								
Stage	Who Does It	What Happens						
1	Member	Enters the Employee ID number of his/her supervisor on Page 12 and submits e-Résumé.						
2	System	Adds the e-Résumé to the Supervisor's or Approving Official's Worklist and sends them an e-mail notification.						
3	Supervisor	Reviews member's e-Résumé. <ul style="list-style-type: none">• Makes recommendation for approval or disapproval.• Adds comments if desired or necessary.						
		<table><tr><th>If the supervisor is</th><th>Then</th></tr><tr><td>not the Approving Official</td><td>Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.</td></tr><tr><td>the Approving Official</td><td>Marks endorsement as final and Stage 4 (below) is skipped.</td></tr></table>	If the supervisor is	Then	not the Approving Official	Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.	the Approving Official	Marks endorsement as final and Stage 4 (below) is skipped.
		If the supervisor is	Then					
		not the Approving Official	Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.					
the Approving Official	Marks endorsement as final and Stage 4 (below) is skipped.							
4	Approving Official	Reviews member's e-Résumé. <ul style="list-style-type: none">• Makes recommendation for approval or disapproval.• Adds comments if desired or necessary.• Marks endorsement as final by clicking the Marked Worked button on his or her Worklist.						

e-Interview

e-INTERVIEW (continuation)

- Navigate to your Worklist. Three suggested methods for navigating to your Worklist are illustrated below.

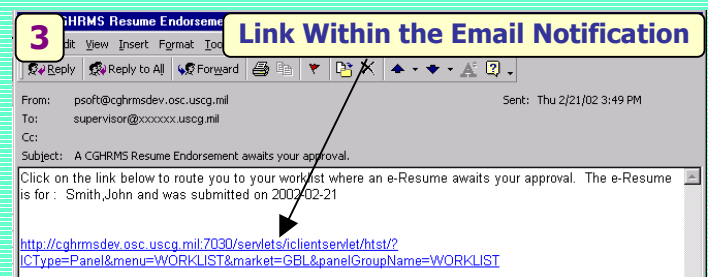
- **Method 1** – From the Home Page, click the **View Worklist** shortcut.



- **Method 2** – From the Home Page navigate to **View My Worklist** by clicking on the expanding menu columns: **Self Service > Employee > View > View My Worklist**.



- **Method 3** – You should have received an email notification regarding the member's e-Résumé. Click on the link within the email notification.



e-INTERVIEW (continuation)

Home > Self Service > Manager > View > Endorse Member **e-Résumé Endorsement**

Job Endorsement

Listed below
Update the
Press the "M

Click on the **drop-down arrows** to make a **recommendation** and **rate** the member's qualification for each position.

Mark Worked

#	Position #	Description	Date	Recommendation	Rating	Final	Comments
1	00003177	COMPUTERS SECTION - DUTY	10/02/2001	Make Offer	Average	<input type="checkbox"/>	Comments
2	00004389	ENGINEERING HARDWARE - DUTY	10/02/2001	Reject	Excellent	<input type="checkbox"/>	Comments

Click on each **Position #** link to view the position details.

Click on the **arrow** to display the **member's comments** for the e-Résumé being endorsed.

If entering comments, click the **comments** link corresponding to the position.

Enter Interview Results

Enter or edit your interview results in the form below.

Comments Screen

Enter Comments.

Applicant: 98765432 John Smith
 Interview Date: 10/02/2001
 Interview Level: Phone
 Interviewer ID: 1234567 John Smith's Supervisor
 Rating: Average
 Recommendation: Make Offer
 Comment:

Job Requisition #: 042720

Final Recommendation

Return

After entering comments, click Return.

Recommendation:

- Make Offer** – Request is approved.
- Reject** – Request is disapproved. When disapproving requests, include comments in the comments section.

Rating:

- Average** (default entry)
- Excellent**
- Not Qual**

Home > Self Service > Manager > View > Endorse Member

If you are the final command endorser, click **Marked Worked**, then **Submit**. If you are not the final endorser just click the **Submit** button.

Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark Worked" button at the right to finalize all the endorsements.

Mark Worked

#	Position #	Description	Date	Recommendation	Rating	Final	Comments
1	00003177	COMPUTERS SECTION - DUTY	10/02/2001	Make Offer	Average	<input type="checkbox"/>	Comments
2	00004389	ENGINEERING HARDWARE - DUTY	10/02/2001	Reject	Excellent	<input type="checkbox"/>	Comments

Resume Text

Submit

- After clicking **Submit** you will receive a confirmation. Click **OK** to return to the e-Interview.
- The endorsement may be modified providing it has not been reassigned or marked as final. Access it from your Worklist.
- If you are the final command endorser and you click **Marked Worked**, the system will automatically insert a checkmark in the **Final checkbox** of each position.
- The endorsement will remain in your Worklist until it is **reassigned** or marked as **final**.

e-INTERVIEW (continuation)

Final Step:

- If you are not the final endorser, reassign the e-Résumé to someone else to complete/review the endorsement.
- If you are the final endorser, and marked it final (previous step), it needs to be removed from your Worklist.

Reassign the e-Résumé

Home > PeopleTools > Worklist > Use > Worklist

Worklist for 1234567: John Smith's Supervisor

From	Date From	Work Item	Link
John Smith	02/21/2002	Interview Worklist	Smith, John BM1 CG STA Anywhere

Mark Worked Reassign

Click **Reassign** to reassign the e-Résumé.

Home > PeopleTools > Worklist > Use > Worklist

Operator ID:

Comment:

OK Cancel

Click **OK**.

Use the comment field to explain why you are transferring the e-Résumé to their Worklist. Comments are optional and may be up to 30 characters long.

Enter or lookup the Operator ID (User ID).

- Once you click **OK**, the e-Résumé will be reassigned. It will no longer appear on your Worklist. If you inadvertently reassign the e-Résumé you will need to contact the person it was reassigned to and ask them to reassign it back to you.
- When searching for the Operator ID, we recommend you search by **Description** or use the **Advanced Lookup**. This will allow you to use the **%** (wildcard) in your search.

Home > PeopleTools > Worklist

Lookup Operator

Search By: Description

Description: %ETHERID%

Lookup Cancel Advanced Lookup

Click on the **Advanced Lookup** link or click on the **Search By** drop-down arrow and select **Description**. In the **Description** field, enter the last name surrounded by **%**. Click **Lookup** to begin the search.

- If using the **Advanced Lookup**, enter the last name in the **description** field using the **%** (wildcard).

Final Endorser

Home > PeopleTools > Worklist > Use > Worklist

Worklist for 1234567: John Smith's Supervisor

From	Date From	Work Item	Link
John Smith	02/21/2002	Interview Worklist	Smith, John BM1 CG STA Anywhere

Mark Worked Reassign

If you are the final endorser and have marked it final, click **Marked Worked**.

- The e-Résumé will be removed from your Worklist.